ARMY COMPTROLLER CAREER MANAGEMENT

"Career Planning and Professional Development Opportunities"





Internal Review Training
Symposium
July 2, 2004
COMPTROLLER PROPONENCY OFFICE
CML (703) 614-4137/692-7413 DSN 22X-

proponency@hqda.army.mil http://www.asafm.army.mil



AGEND A

- Overview
- Professional Development
- Comptroller Accreditation Program
- CP 11 Intern Program
- Succession Planning





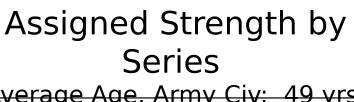
CP 11 WORKFORCE DEMOGRAPHICS

- Population: 9,614
- Average Age: 49
- Average Years of Experience: 21
- Number of High Grades(GS14+): 1,031
- Average Education:
 - 76% of CP 11s have college experience
 - 17% have an associate or some college
 - 34% have bachelors only
 - 12% have a masters or post masters work

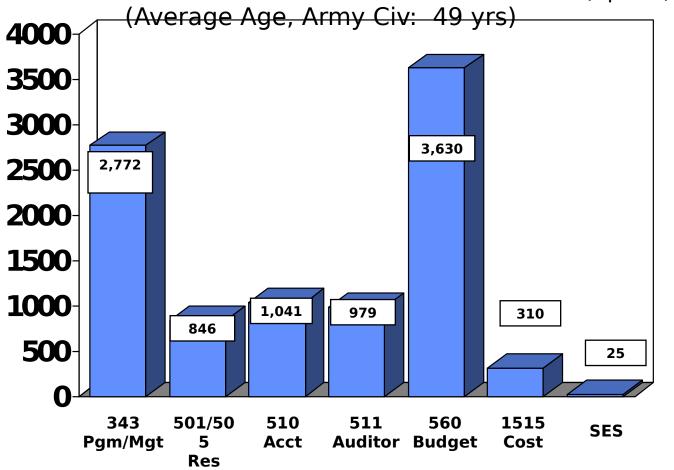




CP 11 POPULATION



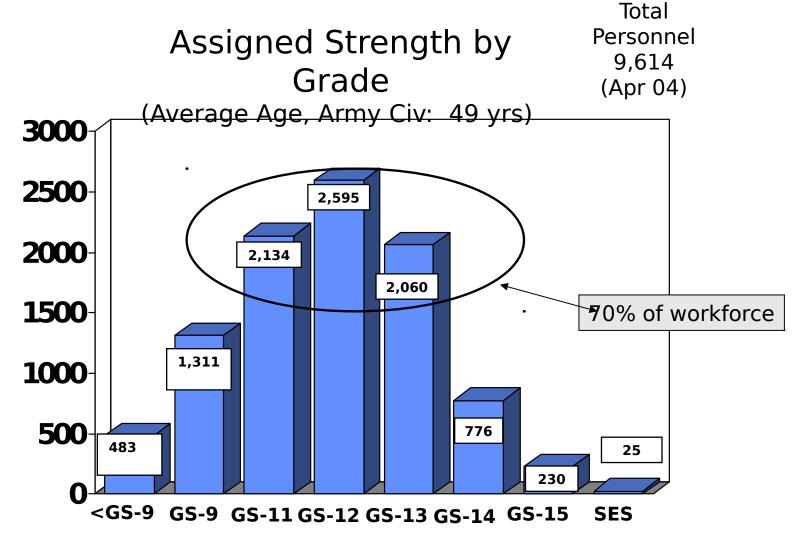
Total Personnel 9,614 (Apr 04)



Mar



CP 11 POPULATION



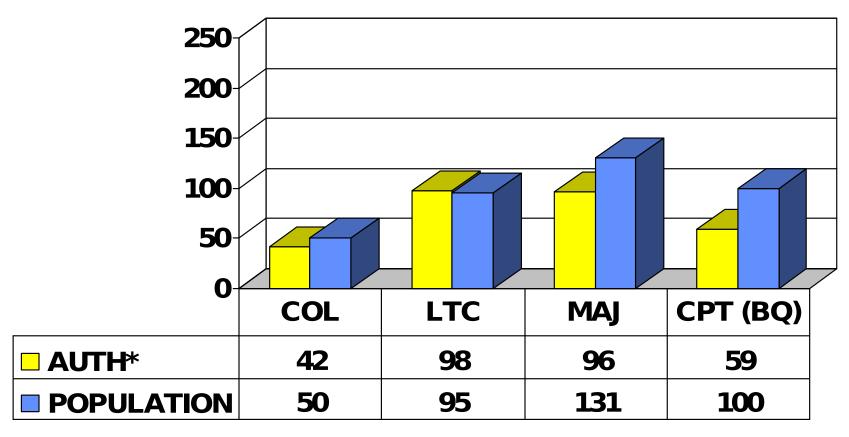


FA 45 DEMOGRAPHICS

- Population: 276
 - Colonels (50)
 - Lieutenant Colonels (95)
 - Majors (131)
- Average Age: 42
- Average Education:
 - 100% of have a bachelors degree
 - 78% have one or more masters degrees
 - 1 has a doctorate degree



FA 45 AUTH vs POPULATION



^{*} Based on Updated Authorization Document (UAD) 0401

Data as of Apr 04





COMMUNICATIONS

- Role of Comptroller Junior Executive Council (CJEC) members
- List Serve
- World Wide Web
 - -Current web page plus new web based tool
 - PROMAC Careerist Management System
- Resource Management Publication
- Newsletter





The ListServ® is an electronic mailing

Advantages

- Our goal in providing the ListServ® is to communicate information more effectively to our professional Comptrollers
- Many careerists are not aware of available professional development opportunities. Others think they are ineligible for many programs. The ListServ® allows Army Comptroller careerists to discover what is available and how they can best apply for those opportunities.

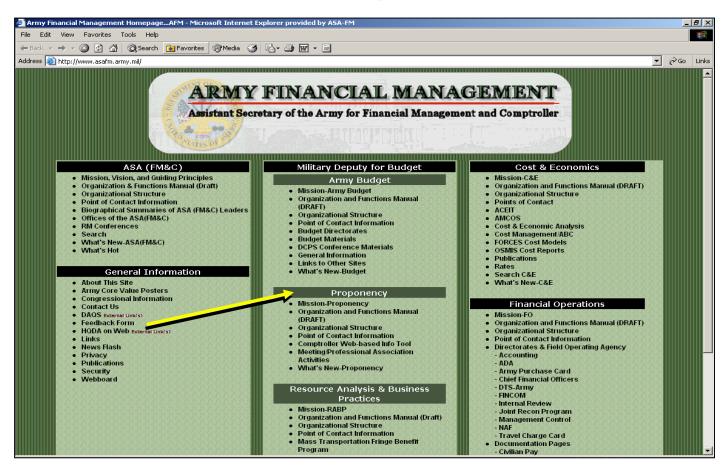
How Do I Register?

 http://www.asafm.army.mil/proponency/POWBT/resourcec enter/listserv.html





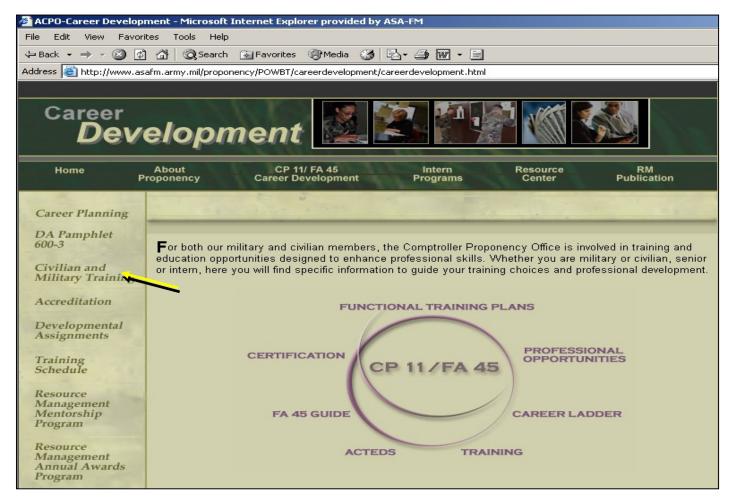
PROPONENCY OFFICE WEB SITE



http://www.asafm.army.mil/



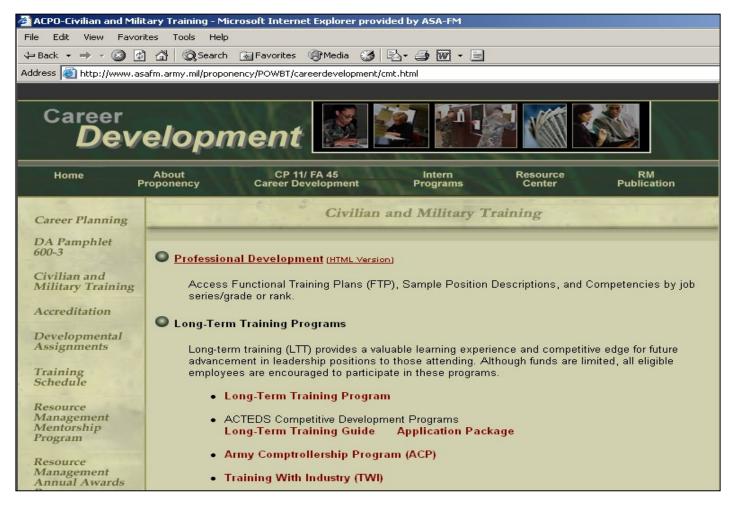
COMPTROLLER WEB-BASED TOOL







COMPTROLLER WEB-BASED TOOL





PROMAC

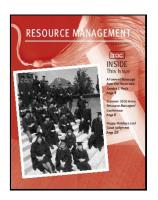
Professional Management of Army Comptrollers (PROMAC) Careerist Management System

- Web based tool using an Oracle Human Resource Management program
- Major components:
 - Schooling nomination system
 - request and approval system
 - »Career management database
 - data feed from official personnel files
 - upload certification, accreditation, etc.



RESOURCE MANAGEMENT PUBLICATION

- State-of-the-art professional publication where financial management professionals publish articles on key resource management topics.
- Highlights resource management best practices and emerging financial management initiatives.
- Repository of current professional development information
- Published quarterly
- An opportunity for you to publish







"THE PROPONENT"

 Quarterly newsletter discussing pertinent professional development topics that affect you as well as sharing information regarding the many ongoing

activities within OASA(FM&C).

• First issue - Summer 04







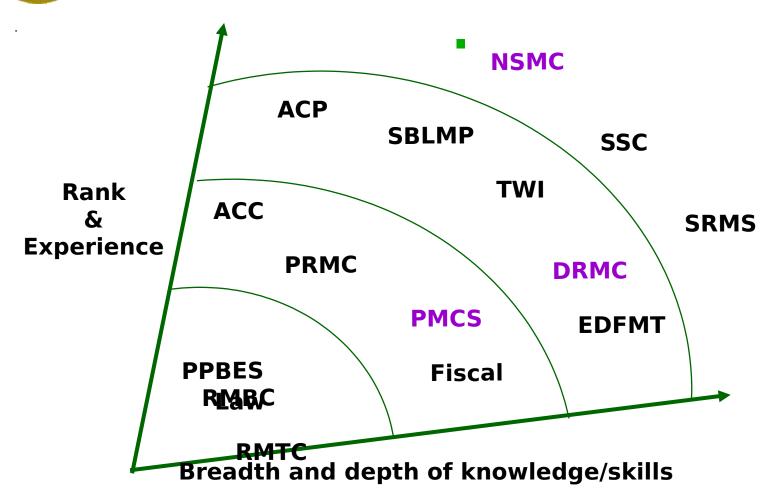
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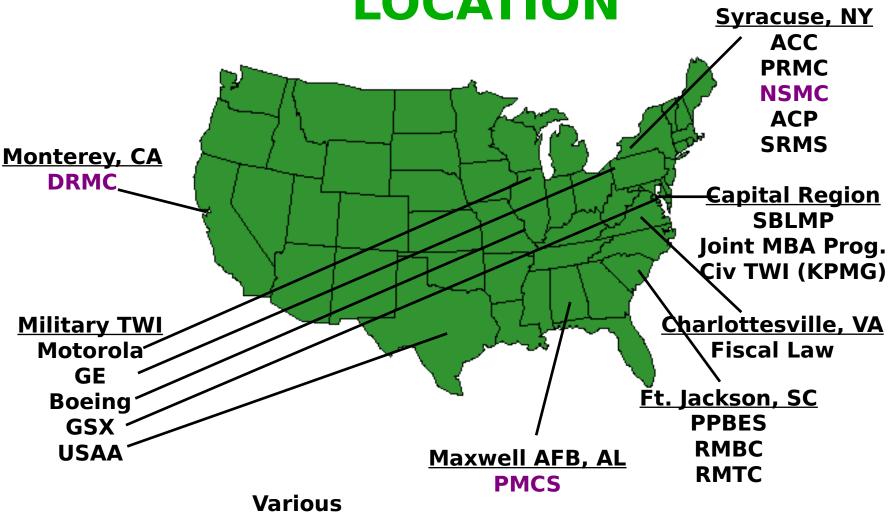
DUCATION AND TRAINING..



. . . A NATURAL PART OF YOUR CAREER



OPPORTUNITIES BY LOCATION



EDFMT

US ARMY FINANCE SCHOOL

<u>Target</u>				Class	Classes
Course	<u>Military</u>	<u>Civilian</u>	Length	<u>Size</u>	<u>Per Year</u>
PPBES	CPT+	GS 5+	2 Wks	20-40	19
RMBC	CPT+	GS 5+	2 Wks	20-40	12
RMTC	CPT+	GS 5+	1 Wk	20-40	4

- Planning, Programming, Budgeting Execution System (PPBES)
 - Provides fundamentals of resource management
 - Entry-level course for most CP 11 careerists and FA 45 officers
- Resource Management Budget Course (RMBC)
 - Provides knowledge of budgeting procedures used within the Army
- Resource Management Tactical Course (RMTC)
 - Provides skills and knowledge of budget execution at tactical level
- On Site Instruction Teams
 - Brings instruction to local site





ARMY COMPTROLLER COURSE (ACC)



- PURPOSE: Provides a basic multi-disciplined financial and resource management overview to officers and other personnel newly assigned to the Comptroller Career Field without a multi-disciplined background. The course blends current DoD/Army management and the latest in academic management techniques.
- DURATION: 4 weeks at Syracuse University
- FREQUENCY: Three times per year
- FUNDING: Central/competitive selection

2004 Course Dates

ACC 04-III Aug 16 - Sep 9

2005 Course Dates

ACC 05-I Jan10 - Feb 3 ACC 05-II Apr 11 - May 5 ACC 05-III Aug 15 - Sep 8

- TARGET:
 - Military Officer Captain and above
 - Military Enlisted SFC and above (MOS 44C (73C & 73D))
 - Civilian GS-9 and above or 2d Yr Intern (mandatory)





PROFESSIONAL RESOURCE **MANAGEMENT COURSE**



• PURPOSE: Provide mid-level military and civilian resource/financial managers a broad perspective of the core competencies of Defense Financial Management and the application of those competencies in the US Army.

• DURATION: 4 weeks at Syracuse University

FREQUENCY: Three times per year

• FUNDING: Central/competitive selection

TARGET:

- Military Officer Major and above (Captain waiver)
- Civilian GS-11 and above (GS-9 waiver if full-performance position)

Army only

2005 Course Dates

PRMC 05-I Oct 18 - Nov 11 PRMC 05-II Feb 21 - Mar 17 PRMC 05-III Jun 6 - Jun 30



PROFESSIONAL MILITARY COMPTROLLER SCHOOL

• PURPOSE: To improve accountability and fiscal readiness of DoD personnel by providing world-class financial management education. It seeks to expand the students' capacity to adapt their role to the economic, political and technical environments affecting military organizations – with a continuous focus on the primary mission of supporting the commander and warfighter (Graduate Level).

PMCS 04-E Aug 2-Sep 10

DURATION: 6 Weeks At Maxwell Air Force Base

• FREQUENCY: Five Times Per Year

• FUNDING: Central/Competitive Selection

TARGET:

- Military Officer Major and Above (Captain Waiver)
- Civilian GS-12 and Above (GS-11 Waiver)



PMCS 05-A Oct 12 - Nov 19 PMCS 05-B Jan 18 - Feb 25

PMCS 05-B Jan 18 - Feb 2

PMCS 05-C Mar 28 - May 6

PMCS 05-D Jun 13 – Jul 22

PMCS 05-E Aug 8 - Sep 16

SENIOR RESOURCE MANAGERS SYMPOSIUM

- PURPOSE: To discuss current issues in the management of resource management; to better understand the changing resource management environment of the Army and DoD; to provide a venue for senior resource managers to discuss issues and share solutions; and to develop solutions to management of resource management issues.
- DURATION: four and one half days at Syracuse University Minnowbrook Conference Center.
- FREQUENCY: Three Times Per Year
- FUNDING: Central/Competitive Selection
- TARGET:
 - Military Officer LTC/COL
 - Civilian CC14/CC1E



TENHANCED DEFENSE FINANCIAL MANAGEMENT TRAINING

• PURPOSE: One week course to improve the overall technical and managerial capabilities of the DoD financial management workforce. Taught by United States Department of Agriculture Graduate School instructors and other sources.

FREQUENCY:

- Average of 68 classes at 42 locations (4 OCONUS), class size is 32 personnel
- Approximately 2040 DoD financial managers will rece
- Army has average of 485 annual allocations

TARGET:

- FA 45/BC 70C Active Duty Officer (Major and Above)
- GS-09 or higher
 - In occupational series: 343, 501, 505, 510, 511, 560, 1515
 - · Has at least 160 duty hours of FM training or professional development.







ARMY COMPTROLLERSHIP PROGRAM (ACP)

- Resident 14 month program
- Syracuse University, Syracuse, New York
- 60 credit hour curriculum focused on Comptrollership
- Integration of functional and traditional managerial skills with innovative competencies
- Students graduate with Masters in Business
 Administration and MA in Public Administration
- Centrally funded Long Term Training







- Average Class of 30 Students
 - 17 Military
 - 13 Civilians
- Military
 - Captains and Majors
 - 2 3 Active Guard and Reserve Officers
- Civilians
 - Army GS-11s through GS-13s
 - Other Services and Defense Agencies
- Operational Assignment for Army Civilians
- Military go to AERS Positions
- Suspense: 15 October 2004





CIVILIAN LONG TERM TRAINING UNIVERSITY/COLLEGE DDOGDAMS

- Long Term Training is 120 Days of More
- All Levels of Academic Degrees--Associate, Bachelor, Master, Doctorate
- GS-11 and Above (GS-9 Waiver)
- Centrally Funded through ACTEDS—Tuition and Books; limited local travel, as needed
- Full-Time or Part-Time Attendance
- APPLY EARLY—at least 90 days before first class



SUSTAINING BASE LEADERSHIP & MANAGEMENT PROGRAM

- PURPOSE: The Sustaining Base Leadership and Management (SBLM) program provides graduate-level advanced professional development across the functional areas in the sustaining base.
- TARGET: Competitive Selection Military: MAJ/SGM, Civilian: GS12
- Web page: http://www.amsc.belvoir.army.mil/res.htm

Resident:

- 12 Weeks At Ft. Belvoir, VA
- 160 Students Per Class
- CP 11 Fair Share Participation (25-30)

Non-Resident:

- 2 Weeks at Ft. Belvoir, VA
- 12 month correspondence
- Centrally funded





NATIONAL SECURITY MANAGEMENT COURSE (NSMC)



- PURPOSE: Focus is on management challenges in the national security establishment
- DURATION: 6 weeks at Maxwell School of Citizenship and Public Affairs, Syracuse University
- FREQUENCY: Offered once per year, April May
- TARGET: GS -15 and COL
 - > 50 attendees per class
 - Participants can apply for 9 credits toward a Master of Public Administration degree
- Web page: http://www.nss.edu/Management.html





DEVELOPMENTAL ASSIGNMENTS

- A Professional Development Opportunity
- Length Varies, 3-18 Months
- GS-11 and Above
- Announcements
 - Department of Army Wide
 - Memoranda, WWW, E-Mail
 - Three Suspenses; Cutoff 30 September
 - Forms and Documents
- Travel & Modified Per Diem Centrally Funded





FA 45 & CP 11 TRAINING WITH INDUSTRY (TWI) PROGRAM

- Develop Individuals Who:
 - Will bring better business practices back from industry leaders for Army use
 - Can benchmark Army performance against industry standards and identify areas needing improvement
 - Understand the workings of industry partners involved in the defense infrastructure
 - Can think "out-of-the box" and challenge paradigms
- Provide professional growth for our personnel
 - Build future RM leaders
- Share Army business practices with industry
- Gain partnership and involvement of industry leaders in national defense



A 45/CP 11 TRAINING WITH INDUSTRY (TWI) PROGRAM

- 12 month Development Assignment
- TDY Status, centrally funded
- Eligibility:
 - Military: O4 or O5 (less than 19 years AFS)
 - Civilian:
 - > GS12-GS14
 - Must be a careerist in CP11, have career status, be serving in permanent competitive appointment, without time limitation, and have a minimum of three years of consecutive DA service under one or more permanent appointments
- Suspense: 15 October 2004
- ADSO/Recoupment: 3 times length of training

TRAINING WITH INDUSTRY PARTNERS

Motorola – Personal Communications Sector – Libertyville, IL

General Electric - GE Rail Systems, Erie, PA

Boeing - Integrated Defense Systems, St Louis, MO

USAA – Office of the Corporate CFO, San Antonio TX

Global eXchange Services (GXS) - e-Finance and

Financial Management Program, Gaithersb

KPMG - Washington, DC





GE Rail





OMB OPPORTUNITY PROGRAM

- Army Comptroller Proponency Office is responsible for program development and oversight
- One Army Comptroller officer and one CP 11 careerist per year
- Officer will work for Deputy Associate Director, National Security Division, OMB
- Tour duration to average 12 months
- Revolving program Officer replaced annually
- High-potential FA 45 officer and CP 11 careerist selected through competitive board process



RESOURCE MANAGEMENT MENTORSHIP PROGRAM

- Formal Mentoring Program
- Goal: Develop Skills and Competencies
- Application Process
- Partnered with a Senior RM Professional
- Participants
 - ➤ Civilian: GS-5 through SES
 - ➤ Military: CPT through General Officer
- Suspense: 9 August 2004





RESOURCE MANAGEMENT AWARDS PROGRAM

- Annual awards program which recognizes and rewards the outstanding performance of individuals, organizations, and teams performing Resource Management functions at two levels:
 - Major Command / Headquarters and Above
 - Below Major Command
- Individual, Team, and Organization Recognition
- Fiscal Year Coverage (1 October 30 September)
- Nominations due end of October each year
- Awards presented by ASA(FM&C) at PDI Army Day
- Suspense: 29 October 2004





RM AWARDS PROGRAM



- ASA(FM&C) Civilian Award
- ASA (FM&C) Military Award
- Functional Chief Representative Award
- Civilian Individual Awards
- Military Individual Awards
- Organization, Team, Intern, Educator, Author Awards



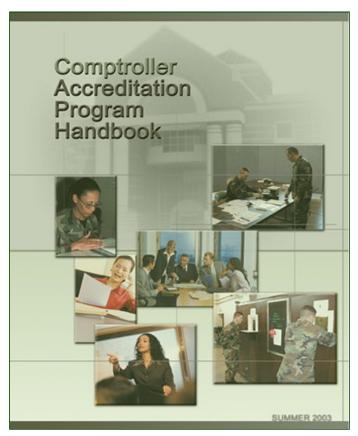


RM AWARDS PROGRAM

CIVILIAN & MILITARY INDIVIDUAL AWARDS

- Accounting and Finance
- Analysis and Evaluation
- Auditing
- Budgeting
- Cost Analysis
- Comptroller/Deputy Comptroller (DRM/DCSRM/Assistant)
- Education, Training and Career Development
- Resource Management
- Resource Management in an Acquisition Environment

COMPTROLLER ACCREDITATION PROGRAM



Summer '03

ACCREDITATION PROGRAM OBJECTIVES

- Competency Maintenance
- Continuous Improvement
- Evaluation
- Peer Awareness
- Counseling and Career Planning

ASA (FM&C) and CP 11 Strategic Plans

Military and Civilian
Comptrollers
Participate





FIVE COMPONENTS OF ACCREDIATION



COMPTROLLER ACCREDITATION LEVELS

<u>Level I</u> - Performs fundamental, basic and routine activities while gaining subject matter expertise. Generally, works under close supervision of a team leader, supervisor, etc. (<u>Duration 3-5 years</u>)

<u>Level II</u> - Functions independently and applies knowledge and experience to variety of complex situations. Works with minimal guidance and direction from team leader, supervisor, etc. (Duration 3-5 years)

<u>Level III</u> - Serves as senior specialist/analyst, team leader or supervisor. A recognized expert with broad responsibilities and high visibility. (<u>Duration 3-5 years</u>)

Level IV - Has executive canability for Installation, Directorate, and/or Agency-le Levels not tied to Puration 3-5 years)

Grades or Rank



COMPTROLLER ACCREDITATION MANDATORY TRAINING

Mandatory Courses

1. PPBES

- 2. Fiscal Law
- 3. Analysis

Substitution

- > ACC
- PRMC (ARMC)
- PMCS
- USDA Appropriations Law
- Federal Appropriations Law Seminar (approved vendors)*



^{*} The Learning Curve, Lithia Springs, GA (1-800-529-8110)

^{*} Management Concepts, Inc. Vienna, VA (www.managementconcepts.com)

COMPTROLLER ACCREDITATION LEVEL I CRITERIA

Formal Education

Bachelors Degree Recommended

- Other Training
 - 1- Financial Stewardship Course
 - 1 Financial Decision Support Course
 - 2 Leadership and Organizational Management Courses

- Mandatory Training
 - PPBES Course
 - Fiscal Law Course
 - Analysis Course
- Performance Enhancing Job Experience(s)
 - Two 90-day Performance Enhancing Job Experiences



COMPTROLLER ACCREDITATION LEVEL II CRITERIA

Formal Education

- Bachelors Degree Recommended
- Masters Degree (Enrolled in Program) - Recommended
- Professional Certification –
 (Working Toward) Recommended
- Other Training
 - 2 Financial Stewardship Courses
 - 2 Financial Decision Support Courses
 - 2 Leadership and Organizational Management Courses

- Performance Enhancing Job Experience(s)
 - Two 90-day Performance Enhancing Job Experiences



COMPTROLLER ACCREDITATION LEVEL III CRITERIA

Formal Education

- Bachelors Degree Recommended
- Masters Degree (Enrolled in Program) - Recommended
- Professional Certification Recommended
- Other Training
 - 2 Financial Stewardship Courses
 - 2 Financial Decision Support Courses
 - 2 Leadership and Organizational Management Courses

- Performance Enhancing Job Experience(s)
 - Two 90-day Performance Enhancing Job Experiences



COMPTROLLER ACCREDITATION LEVEL IV CRITERIA

Formal Education

- Bachelors Degree Recommended
- Masters Degree (Enrolled in Program) - Recommended
- Professional Certification -(Recommended

Other Training

- 1 Financial Stewardship Courses
- 1 Financial Decision Support Courses
- 1 Leadership and Organizational Management Courses

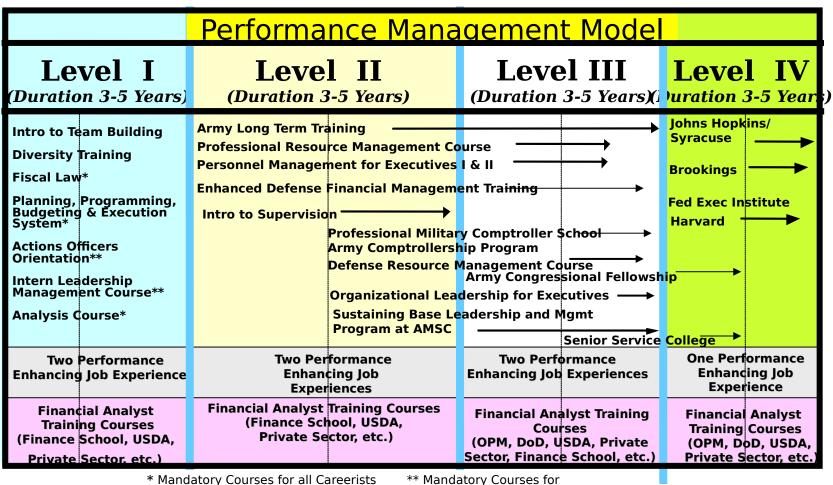
- Performance Enhancing Job Experience(s)
 - One 90-day Performance Enhancing Job

4U Cre Required
Every Year to
Maintain Level IV





EXAMPLE



Interns



COMPTROLLER ACCREDITATION FORMS AND TOOLS

- Accreditation Evaluation Form (AEF)
- <u>Supervisor's Accreditation</u> Evaluation Worksheet
- 3-Year Individual Development Plan (3yIDP)



PERFORMANCE ENHANCING JOB EXPERIENCES

- Short-term job assignments that reinforce training and professional development through specialized and or/managerial experience.
- Performance Enhancing Job Experience includes:
 - Full-time participation on task forces, special projects, study groups, and process action teams
 - Developmental assignments, intern rotational assignments, and exchange programs
- Completion of two or more one year CP11 job series or FA 45
 assignments can be credited as performance enhancing job
 experiences. Credit will be given for each additional one year
 assignment after the first assignment.
- Duration of 90 days or longer.





ACCREDITATION THE BOTTOM LINE

- Accreditation supports CP 11 and ASA (FM&C) Strategic Plans
- Leadership intent is not to disadvantage current careerists
- Accreditation is a career-long endeavor of Continuous Development
- This is a Supervisors' & Careerists' Program not HQDA
- Accreditation Handbook will give the "how-to"
 - But don't look for all answers many left to supervisors



ACCREDITATION & PROFESSIONAL CERTIFICATION WEBSITES

Army Comptroller Accreditation Program

www.asafm.army.mil/

Certified Defense Financial Manager

www.asmccertification.com

Certified Public Accountant

www.aicpa.org/

Certified Internal Auditor

www.theiia.org/

Certified Cost Analyst

http://www.erols.com/scea

Certified Financial Manager

http://www.imanet.org/

Certified Management Accountant

http://www.imanet.org/

Certified Fraud Examiner

http://www.cfenet.com/

Certified Government Financial Manager

http://www.agacgfm.org

Certified Information Systems
Auditor

http://www.isaca.org/



REIMBURSEMENT OF PROFESSIONAL

- Section 1112 of the National Sciense Authorization Act for FY2002, Public Law 107-107, amending Title 5, US Code, Section 5757 permits agencies to pay expenses for employees to obtain professional certification
- Payment shall be made on a reimbursable basis upon the successful receipt of the credential. Reimbursement will be through completion of the SF 1164 and will be paid from the appropriation that pays the employee's salary
- Reimbursement expenses covered under this authority may not be retroactive
- The POC for payment of expenses to obtain professional credentials is Mike Okin, 703-325-6563 or Michael.Okin@asamra.hoffman.army.mil





CP 11 INTERN RECRUITMENT AND

• North Central CPOC issues one announcement with multiple vacancies and locations

http://www.cpol.army.mil

- Comptroller Proponency Office convenes selection boards to rate and rank applications by rating factors
 - -- Knowledge of analysis and evaluation
 - -- Knowledge of automation (software/operating systems)

-- Skill

in oral and written communications

-- Ability to

plan and organize

Submit Candidate Selections to North Central CPOC



North Central CPOC Makes Joh Offers

CP 11 INTERN MASTER TRAINING PLAN

Mandatory Courses

- Intern Leadership Development Course, (40 hours)
- PPBES, US Army Finance School, Fort Jackson (80 hours)
- Fiscal Law, US Army JAG School (40 hours)
- Army Comptroller Course, Syracuse University (160 hours)
- Analysis Course





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SUCCESSION PLANNING CRITERIA

- GS 15 Education/Training:
 - BS or BA; MA
 - Sustaining Base Leadership & Management (SBLM)
 - Per Mgmt for Executives I/II
 - Organizational Leadership for Executives (OLE)
- Experience:
 - MACOM/MSC
 - Supervisory Experience: Branch/Team Chief
 - Joint (Desirable)
- Accreditation Level IV



SUCCESSION PLANNING CRITERIA

- SES Education/Training:
 - BS or BA; MA
 - Senior Service College
 - National Security Mgmt Course or equivalent
 - Federal Executive Institute
- Experience:
 - HQDA/OSD/other Depts
 - Joint/MACOM/MSC
 - Supervisory Experience: Branch/Team Chief
- Accreditation Level IV





CURRENT FINANCIAL MANAGEMENT SES'S

BS/BA 25

MA 24

EXPERIENCE SSC 19

NSMC or equiv. 6

HQDA exp. 24

MACOM/MSC 22

Division/Branch Chief 22

60-62 years old 2

DEMOGRAPHICS 55-58 years old 10

50-54 years old 6

45-49 years old 7

SAFM-09/**þ%**/16

59

Almost half

eligible

to retire

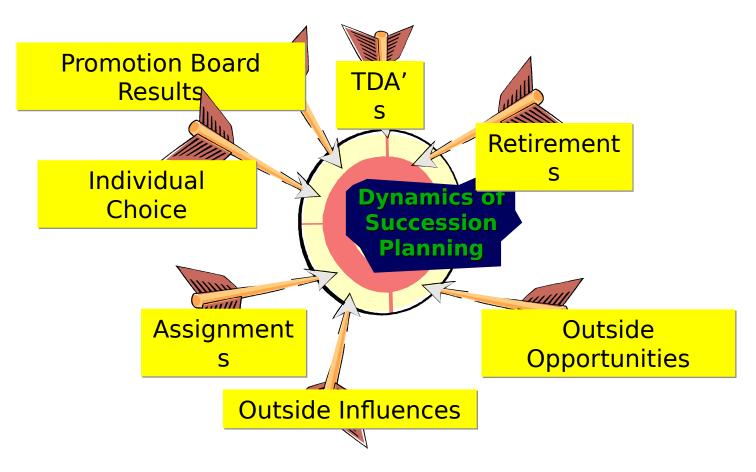
SUCCESSION PLANNING ACTION PLAN

- Determine CP 11 Succession Planning Criteria Done
- Brief MACOM SES Members Done
- Analyze Current SES Demographics Done
- Conduct Succession Planning Session Done
- Integrate Military and Civilian Personnel Databases Working
- Analyze Skills and Competencies of Current GS14/15s Working
- Develop a SES Preparation Program Done
 - Pilot course: Dec 1-2, 2003
 - 1st Class: February 24, 2003
 - Additional classes being scheduled with MACOMs





SUCCESSION PLANNING



Multiple Considerations, One Goal: Effective Succession Planning





SUMMARY





If you want one year of prosperity, grow grain. If you want ten years of prosperity, grow trees. ou want one hundred years of prospe

If you want one hundred years of prosperity, GROW PEOPLE.

- Chinese Proverb -

